



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** All Superintendents, Treasurers, Student Services Personnel, IT Personnel and Charter School Sponsors

**FROM:** Melissa K. Ambre, Director  
Office of School Finance

**SUBJECT:** 2011-2012 Average Daily Membership (ADM) Reported on DOE-ME  
2011-2012 Student Residence Report DOE-SR (Charter Schools Only)  
2011-2012 InTERS-Form 30A report

**DATE:** June 2011

The 2011-2012 Average Daily Membership (ADM) and Student Residence Report, and the Career & Technical Education Student Counts are data elements needed from each school corporation and charter school for the calculation of state support that will be paid in 2012.

### ADM

All ADM data will be reported on the DOE-ME (Membership) for the 2011-2012 school year and will be submitted by individual student record via the Application Center. The count of students in ADM will occur on Friday, September 16, 2011. The required collection period for the count is September 16, 2011, 8:00 a.m., EDT, through September 28, 2011, 11:59 p.m. EDT, which is the final date for submission. The clean-up and restricted period will begin on September 29, 2011, 8:00 a.m. and end on October 3, 2011, 11:59 p.m. EDT. The signoff only period will begin on October 4, 2011, at 8:00 a.m. EDT and end on October 6, 2011 at 11:59 p.m. EDT.

During the collection period you are required to send a file containing the DOE-ME data for each student, review the processing results of the file for errors, correct any errors, review the reports in the Message Center, print, sign, and return the Average Daily Membership (ADM) Report to the Department.

In an effort to provide assistance with the determination of ADM, we are providing considerable information on students who are counted in ADM. The DOE-ME file layout includes a graphic that identifies categories of students and the school corporation eligible to count the student in ADM.

The Average Daily Membership (ADM) Report includes the total number of full day kindergarten students reported for the school. This information allows the superintendent the opportunity to verify the total count before signing off on the report, which is used in part for the full day kindergarten grant. If the full day kindergarten count on the DOE-ME summary report is zero, it is assumed the school did not offer a full-day kindergarten program. A DOE-ME file layout is available on the STN Application Center in the Data Collection and Reporting Section at: <http://www.doe.in.gov/stn/Sections/ME/>

***The signed DOE-ME report must be mailed as soon as possible after the September 16th count date and no later than October 11, 2011, to the Department of Education, Office of School Finance, 151 West Ohio Street, Indianapolis, IN 46204.***

## **Student Residence**

Charter schools are required to submit the Student Residence Report on the DOE-SR. The required data layout is available at: <http://www.doe.in.gov/stn/Sections/SR/>. All data on the DOE-SR will be submitted by individual student record via the Application Center. The student residence information is for the students reported in ADM as of Friday, September 16, 2011. The required collection period for the Student Residence Report is September 16, 2011, 8:00 a.m., EDT through September 28, 2011, 11:59 p.m., EDT which is the final date for submission. The required sign-off period begins September 29, 2011, 8:00 a.m. through October 3, 2011, 11:59 p.m. EDT. During the collection period you are required to send a file containing the DOE-SR data for each student, review the processing results of the file for errors, correct any errors, review the reports in the Message Center, print, sign, and return the Student Residence Report to the Department.

## **InTERS Form 30A**

InTERS- Form 30A is the collection document for Career & Technical Education (CTE) Student Counts for the 2011-2012 school year. Beginning with the 2011-2012 school year, schools will no longer have to report enrollments by CIP codes. Once CTE directors have submitted required information to InTERS, superintendents will need to sign off on the data using the signoff form provided. The signed form must then be submitted to the IDOE's Office of School Finance at 151 West Ohio Street, Indianapolis, IN 46204.

School corporations that would like to compare a DOE Form 30A against the InTERS- Form 30A report results may do so by using the attached document, which is similar to past documents. Schools can access a list of their state-approved CTE course and program inventories on the InTERS data system by going to the "synchronization utility."

The count date for students in career & technical education programs and the submission of InTERS-Form 30A is September 16<sup>th</sup> with information collected through October 17, 2011. No new CTE enrollment submissions will be accepted after October 17<sup>th</sup> but corrections will be accepted until November 1, 2011. When completed, a computer generated copy of the Form InTERS-Form 30A report must be printed, signed by the Superintendent, Treasurer and the Area CTE Director, and returned to the Department. The deadline for submitting the InTERS- Form 30A is October 21, 2011.

Questions about funding for CTE courses may be referred to Melissa Ambre in IDOE's Office of School Finance by telephone at 317-232-0840 or by email at [mambre@doe.in.gov](mailto:mambre@doe.in.gov). CTE directors with questions about InTERS should continue to contact Chris Deaton at DWD by telephone at 317-233-6697 or by email at [cdeaton@dwd.in.gov](mailto:cdeaton@dwd.in.gov).

***Supporting documentation of enrollment and attendance information by grade and school building for both the DOE-ME and InTERS-Form 30A reports must be available in your files in the event of an audit of state distributions by the Board of Accounts. The Superintendent or, in the case of a charter school, the CEO, and treasurer/trustee are responsible for certifying the accuracy of the data reported. We encourage a thorough review of the data by these parties before certifying its accuracy.***

Questions about submitting data through the Application Center should be directed to [stn\\_support@doe.in.gov](mailto:stn_support@doe.in.gov)